

## ABSTRACT OF THE DISCLOSURE

A method and apparatus is provided for automatically storing and managing digital data. Digital data is periodically received from a variety of sources. Example digital data include, without limitation, facsimile data, scanned document data, copier data, printer data and email data. The received digital data is automatically stored on a WORM storage device. The data stored on the WORM storage device may be automatically indexed and search queries processed against the index to locate digital data stored on the WORM storage device. Other embodiments include the use of meta data and an automatic watchdog process may be employed to periodically process search queries against the data stored on the WORM storage device.